START HERE

Read this page first · it tells you where your files are and which one to open.

Where your files live

- Your files live in your Etsy account. Go to Etsy · Purchases · Download Files.
- Nothing ships. Your download is ready the moment your payment clears.
- Save a backup copy to your phone, computer, or cloud drive.

How to open everything

- PDFs open in any free PDF reader (phone, tablet, or computer).
- If your download arrives as a .zip, tap or double-click it to unzip, then open the files inside.
- The spreadsheet (.xlsx) opens in Excel or Google Sheets (free).

Which file is for what

- Flat US Letter PDF · print at home or at a copy shop.
- Flat A4 PDF · for A4 printers.
- Ink-friendly B&W US Letter PDF · saves ink, photocopies cleanly.
- Fillable PDF · tap-type on your phone, no printing required.
- Spreadsheet (.xlsx) · working formulas with demo data you can replace.

Your bonus file

A free A4 ink-friendly black-and-white version is linked in your Etsy thank-you message after purchase. The link is also the fastest way to re-download if you switch devices.

Stuck? Talk to a human

Message us here on Etsy and we will help you get it open. Tell us your device (phone, tablet, computer) and what you see on screen · that gets you a fix fastest.

The Moment This Solves

A rent increase lands in your inbox and the deadline pressure starts. This pack slows it down: verify the notice against your own lease, do the real math on the new total, and negotiate in writing with a calm, dated record.

How this kit works

- Step 1: copy the notice exactly as received (page 3).
- Step 2: check it against your lease, line by line (page 4).
- Step 3: run the true-cost math before you react (page 5).
- Step 4: negotiate in writing and log every reply (pages 6-9).

At a glance

Tenant name:

Property address / unit:

Notice date as received:

Current rent (as on your lease):

This pack verifies a notice against the documents you hold. It states no rent law, notice period, or cap as applying · your lease and your local official source are the references, and an attorney can advise on both.

The Notice, Copied Exactly

Transcribe the increase notice word for word before you respond to it. If a figure or date is unclear, mark it unclear · never fill a gap from memory.

Notice received date / how delivered:

Current rent stated on the notice:

New rent stated on the notice:

Stated start date for the new rent:

Other charges or changes stated:

Name / signature on the notice:

- ☐ The original notice is filed unchanged with this pack.
- ☐ Every figure above matches the notice character for character.

Lease Check · Line by Line

Compare the notice to your own lease: the rent it states, any increase language it contains, and the notice method it requires. Write what each document actually says.

Question	Lease says	Notice says

Difference you found (in plain words):

Page or clause in your lease you relied on:

- [ ] You checked the lease itself, not a summary or a memory of it.
- [ ] Anything the lease does not cover is marked 'not stated' · not assumed.

True-Cost Math Worksheet

The increase is only one number. Add the fees, utilities, parking, and moving costs so the decision · stay, negotiate, or move · uses real totals.

Cost item	Now	At new rent

One-time cost if you move (your estimate, labeled as yours):

Months you would stay at the new rent (your plan):

All figures on this page are yours: from the notice, your lease, and your own estimates. This worksheet states no fair rent, market rate, or benchmark.

The Negotiation Letter

A calm written reply in your own words: acknowledge the notice, state what you verified, make one clear ask, and give a reply date you choose.

Date: _____

To: _____ (landlord / manager)
Property: _____

Thank you for the notice dated _____. I have reviewed it against my lease.

I am writing to ask: _____ (your ask, in one sentence).

In support, I note: _____ (your on-time record, care of the home, or other facts that are true).

Please reply in writing by _____. Thank you for considering this.

Name: _____ Signature: _____

- ☐ Only true, provable facts are claimed in the letter.
- ☐ The sent copy and its delivery proof are filed on page 8.

Counter-Offer & Terms Tracker

If they counter, log it exactly. Track each offer · yours and theirs · with dates, so the negotiation history cannot drift.

Date	Offer (rent / terms)	By whom

Terms besides rent discussed (parking, lease length, repairs):

Offer you accepted, if any (date and exact terms):

Communication & Delivery Log

Every sending gets a line: what, when, how, and the proof you kept. Verbal agreements are confirmed in writing the same day.

Date	Item sent	Proof kept

Verbal conversation worth recording (date, who, their words):

Written confirmation you sent after it:

Decision Page · Stay, Accept, or Move

Decide from the math on page 5 and the offers on page 7, not from the first day's pressure. Record the decision and the dates it creates for you.

Decision (stay / accept terms / move · in your words):

Decision date:

Dates this decision creates for you (copy from your documents):

Notice you must give, per your lease (quote it, do not paraphrase):

- [ ] Any notice you give is sent by the method your lease states, with proof kept.
- [ ] The full file is preserved through move-out or renewal.

This page records your decision. What notice you owe and when depends on your lease and local rules · that is a question for an attorney, and this kit does not state it.

Closeout & Questions for a Professional

File the notice, lease check, math, letters, and decision together. That file is the whole story of this increase.

Closeout checklist

- [ ] Notice, lease check, math worksheet, and all letters are filed together.
- [ ] The spreadsheet tracker matches the paper file, line for line.
- [ ] Delivery proof for every sending is in the file.

Questions to ask a professional

- Ask your attorney: is this notice valid under my lease and local rules?
- Ask the manager, in writing: please confirm the final rent and start date we agreed.
- Ask yourself before signing: does the signed paper match the offer I accepted?

This pack is a general documentation and negotiation tool you complete from your own lease and notice. It is not legal advice · consult an attorney about your situation. It states no rent law, notice period, or cap as applying.